

Department of Social and Health Services

Olympia, Washington

EAZ Manual

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Category	Diversion Cash Assistance
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Summary

Updated the EAZ chapter DCA to update language referencing DCA loan repayment

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Diversion Cash Assistance

Worker Responsibilities - [WAC 388-432-0005](#)

1. An application is always required ([WAC 388-406-0010](#)).
2. When a family requests TANF/SFA:
 - a. Screen the application in ~~ACES online~~[ACES online](#) for TANF/SFA,
 - b. Review the application for DCA to see if the family has income that would meet the family's needs for at least 12 months.
 - c. If the family decides to apply for DCA, add the DCA program in ACES 3G before you withdraw the TANF using ACES 3G closing code 550. (This can be done at screening if the family is ~~in person there~~ or during the interview)

3. Determine if the family meets all eligibility criteria for TANF/SFA other than WorkFirst requirements and assignment of child support.
 - a. Determine if the family has a bona fide need, such as the ones listed in [WAC 388-432-0005](#)
 - i. The family must provide proof of this need, and
 - ii. You must document how each bona fide need was verified.
 - iii. Issue a denial letter when the family does not have a need or does not provide proof of the need.
 - b. Determine if the family has enough, or is expected to have enough, income or resources to keep them off of TANF/SFA for 12 months.
 - i. Use these guidelines to help determine a family's ability to remain off TANF/SFA. Other factors may also be considered but must be documented in the case file:
 - A. Is there a current or potential income source? (e.g. Earned Income, Unemployment, Child Support, or other regular source)
 - B. Is this enough income to enable the family to stay self-sufficient? (i.e. ~~Will~~will it cover the rent, utilities, and other bills monthly?)
 - C. Does the applicant's history indicate an ability to remain self-sufficient? (Review the case record to see if the family cycles on and off TANF.)
 - D. Is the applicant highly motivated to stay off TANF/SFA?
 - ii. If there is little chance that the family could be self-sufficient, issue a denial letter for DCA benefits. Help the family consider applying for ongoing assistance or referrals to community resources.
 - c. Review whether the family has received DCA payment in the past 12-month period or if the family is currently receiving TANF/SFA. If the family received DCA in the last 12 months or if the family is currently receiving TANF/SFA, issue a denial letter.
 - d. Determine how much the family needs to meet their bona fide needs (up to \$1250). Do not pay more than the need. Document how each bona fide need was verified. Make the payment directly to the vendor whenever possible. When it is not possible to send a payment directly to a vendor, document why it's not possible.
 - e. Refer the family for any other benefits and resources that can help them to be self-sufficient. Encourage clients to use Working Connections Child Care (WCCC) to help pay for childcare expenses.
 - f. **TANF/SFA eligibility within the DCA 12-month period:** If you approve TANF/SFA within 12 months of the family's DCA begin date, establish the DCA loan.
 - i. The amount of the loan depends on how many months the client remained off TANF/SFA before they start receiving TANF/SFA. Calculate the loan amount by using these steps:

- A. Starting with the month DCA benefits were authorized count the number of months before the month TANF/SFA benefits started.
 - B. Subtract those months from 12 to determine the number of remaining months.
 - C. The number of remaining months is multiplied by one-twelfth of the total DCA payment to calculate the amount that must be repaid.
- ii. DCA assistance units remain ~~open-active~~ in ACES 3G for 12 months but ~~doesn't not receive-issue~~ monthly payments.
 - iii. ~~When you are ready to approve process TANFY~~ you must close the DCA assistance unit ~~in with the~~ ACES 3G ~~using~~ closing code 585 (DCA Adult Eligible for TANF, Establish Loan Repayment), ~~updating using overpayment reason code: Diversion Assistance loan (DA)~~ on Eligibility screen. ~~DCA overpayments are established at time of TANF approval. in order to open TANF/SFA for months within the 12-month period.~~
 - iv. ACES 3G will create the necessary Benefit Error Group (BEG) for any closed months in the 12-month period.
 - v. ~~Create Overpayment Letter; Select the Diversion Assistance Loan (DA)/Overpayment (O) create DCA Loan (0045-04); Select all adults in the AU (Children are no longer liable as of May 2019). Review letter for accurate dates, liability and overpayment amount before select printing for state or local mail. Send the client a 0045-04 DCA Loan letter and update the BEG in ACES Mainframe to finalize the loan and initiate a repayment process.~~